



Motor Fuel Web-Based Reporting System

*USER GUIDE FOR: BONDED IMPORTERS, EXPORTERS,
FUEL BLENDERS, MANUFACTURERS, MISCELLANEOUS,
MONTHLY TERMINAL OPERATORS, OCCASIONAL
IMPORTERS, SUPPLIERS, TANKWAGON IMPORTERS,
TRANSPORTERS*

SOUTH CAROLINA DEPARTMENT OF REVENUE | MOTOR FUEL

SEPTEMBER 2017

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INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit returns and remit fees electronically at no charge.

Please note that filing via the web requires electronic payment of the user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed vouchers. The payment method is required to be selected at the time of registration.

The method of issuing refunds shown due on a return has not changed. All refunds will be issued manually once the electronic return is received and verified.

Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:

Gasohol- E01-E99 replaces “roll-up” product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

Biodiesel- B01-B99 replaces “roll-up” product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

Biodiesel- D01-D99 replaces “roll-up” product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

REGISTRATION

To register for web filing, complete the D-155 Registration Application located on our web site at dor.sc.gov/forms. For help with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	803-896-1715	Help Desk (Toll Free)	1-800-476-0311
E-mail Address	xml@dor.sc.gov	Fax	803-896-1779
Mailing Address	South Carolina Department of Revenue EFT/EDI Help Desk Columbia, SC 29214-0016		

FILING RETURNS

For help filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	803-896-1990	E-mail Address	motorfueltax@dor.sc.gov
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SIGN IN

To sign in, you will need a user ID and password from SCDOR Electronic Services.

CHANGE PASSWORD

1. Enter current password (password that was given)
2. Enter new password (create)
3. Confirm new password
4. Click **Change Password**

The screenshot shows the 'User Profile' page with a message: 'Your password has expired. Please enter a new password.' Below this is the 'Change Password' section, which includes four input fields: 'Current Password:', 'New Password:', 'Confirm New Password:', and a 'Change Password' button. The 'Change Profile' section below it contains fields for 'Current Password:', 'Email Address:' (pre-filled with 'xxxxxxx@sclax.org'), 'Security Question:' (a dropdown menu with 'What is your mothers maiden name?' selected), 'Security Answer:', and an 'Update Profile' button.

CHANGE PROFILE

1. Enter current password (the new password that you choose)
2. Select a security question from the list
3. Enter security answer
4. Click **Update Profile**

This screenshot is identical to the one above, showing the 'User Profile' page. It highlights the 'Change Profile' section, which includes fields for 'Current Password:', 'Email Address:' (pre-filled with 'xxxxxxx@sclax.org'), 'Security Question:' (a dropdown menu with 'What is your mothers maiden name?' selected), 'Security Answer:', and an 'Update Profile' button. A red message 'Your password has been changed.' is visible above the 'Change Profile' section.

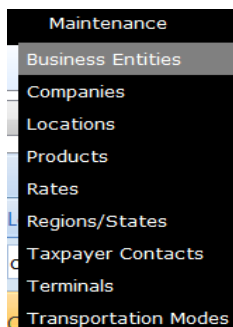
BUSINESS ENTITIES AND THE MASTER COMPANY DATA BASE

Many business entities are already set up in the SCDOR's Motor Fuel Data Base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

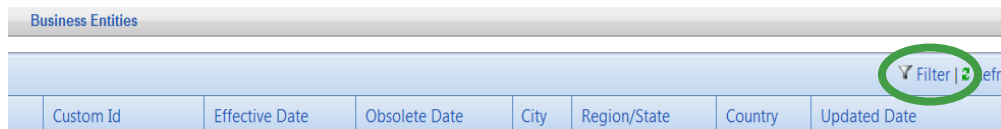
Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the SCDOR may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. Click on the Maintenance tab and select Business Entities from the dropdown list.



2. Review the entity names to determine if the filer entities exist in the Master Company. You can use the **Filter** option to create a filter to make verification easier.


 A screenshot of a table titled 'Business Entities'. The table has columns: 'Custom Id', 'Effective Date', 'Obsolete Date', 'City', 'Region/State', 'Country', and 'Updated Date'. In the top right corner of the table area, there is a button labeled 'Filter' with a funnel icon, which is circled in green.

Custom Id	Effective Date	Obsolete Date	City	Region/State	Country	Updated Date
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- Click on any company row and choose the Business Accounts tab to see what business types have been assigned in the Master Company.

Zytax - Business Entity *South Carolina Department of Revenue*

Legal Name: col 2 Effective Date: 5/1/2011
 Trade Name: col 2 Obsolete Date:
 Name Control: FEIN
 Custom Id Code: 290000000 Id Code: 290000000

Address Business Accounts Business Entity Alternates Schedule Profiles

Add New Record Filter Refresh

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind	
12062	United States	*	Buyer	None		05/01/2011			290000000	M	✗
12074	United States	*	Carrier	None		05/01/2011			290000000	M	✗
12075	United States	*	Consignor	None		05/01/2011			290000000	M	✗
12076	United States	*	PositionHolder	None		05/01/2011			290000000	M	✗
12077	United States	*	Seller	None		05/01/2011			290000000	M	✗

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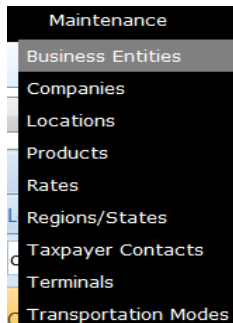
Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.

Please contact the Motor Fuel Section at **803-896-1990** for assistance or questions concerning business entities.

BUSINESS ENTITIES – ADD NEW RECORD

Business entity information will only be entered once. Business entities are companies or individuals that the filer does business with and whose information is required for completing the schedule information for a return. Examples are Consignor or Seller.

- Click on the Maintenance tab and select Business Entities from the dropdown list.



- Click **Add New Record**.

A screenshot of a 'Business Entities' table. The table has columns: Master Company ID, Legal Name, Id Type, Id Code, Custom Id, Effective Date, Obsolete Date, and City. The 'Add New Record' button is circled in green. The table contains several rows of data, including 'Best Oil Company', 'Carrier A', 'Carrier B', 'Carrier C', 'Fuel Dealer', 'Fuel Transporter', 'Independant Petroleum Company', 'Petroleum Dealer', 'Quality Petroleum Company', and 'Tank Lines'.

Master Company ID	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

- Then, you can create a new business entity. In appropriate fields enter: Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code (FEIN or Social Security Number). Then click **Insert**.

A screenshot of the 'Zytax - Business Entity' form. The form contains various input fields for creating a new business entity. Fields include Legal Name, Trade Name, Name Control, Custom Id Code, Address (Address Line 1, Address Line 2), City, Country (dropdown), Region/State (dropdown), Postal Code, County, and Alternate Jurisdiction. There are also fields for Effective Date, Obsolete Date, Id Type (dropdown), and Id Code. The 'Insert' button is circled in green. The 'Id Type' dropdown is currently set to 'FEIN'.

7. Determine if the entity will be entered as one or more of the following:
 - a. Consignor – Company/individual that hired filer as the carrier/transporter. (If the filer transports their own product, enter the filer company as a consignor.)
 - b. Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.
 - c. Buyer – Company/individual to whom the product was delivered.
8. Next click Business Accounts tab and click **Add New Record**.

Legal Name: JJJ Bus Ent, Trade Name: JJJ Bus Ent, Name Control: JJJ, Custom Id Code: , Effective Date: 6/1/2010, Obsolete Date: , Id Type: FEIN, Id Code: 123123123

Address | **Business Accounts** | Business Entity Alternates

Add New Record (circled in green)

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind
39527	United States	*	Buyer	None		06/01/2010			123123123	M

9. From the Business Type dropdown menu, select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on **Add New Record** to assign the business type based on each relationship with the entity.

Buyer
Carrier
Consignor
Position Holder
Seller

Click on **checkmark** to insert.



Below is an example of a business entity assigned with all business types.

Legal Name: col 2, Trade Name: col 2, Name Control: , Custom Id Code: , Effective Date: 5/1/2011, Obsolete Date: , Id Type: FEIN, Id Code: 290000000

Address | Business Accounts | Business Entity Alternates | Schedule Profiles

Add New Record

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	Locked Date	License Number	Change Ind
12062	United States	*	Buyer	None		05/01/2011			290000000	M
12074	United States	*	Carrier	None		05/01/2011			290000000	M
12075	United States	*	Consignor	None		05/01/2011			290000000	M
12076	United States	*	PositionHolder	None		05/01/2011			290000000	M
12077	United States	*	Seller	None		05/01/2011			290000000	M

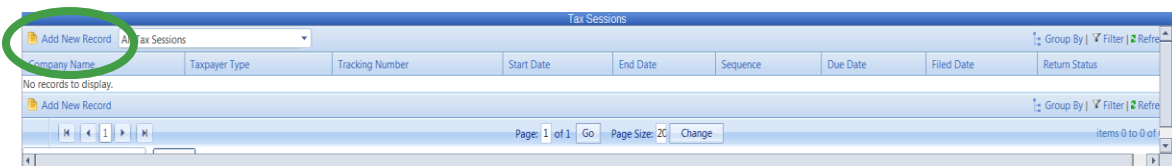
Copyright © 2005 - 2012 FuelQuest

CREATING RETURN/TAX SESSION

1. From the Tax Filing tab, select Tax Sessions from dropdown list.



2. Click **Add New Record**.



3. Select the applicable option from the Taxpayer Type dropdown list. Enter the Begin Period Covered Date for the return. Click outside the entry field and the End Period Date will be populated. Click the **Create Session** button.



4. Close out the Record Inserted menu.



SCHEDULE TRANSACTIONS

Reminder for Bonded Importers also licensed as Suppliers:

The maximum tare allowance is \$2000.00. If the maximum tare allowance was calculated and deducted on the monthly suppliers return, all disbursements subject to the user fee will have to be entered in Schedule 5C to insure that the maximum tare allowance is not exceeded.

1. Right click on the row for session that was added and select **Schedule Transactions**.

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator		01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer		2012		0	09/24/2012	0	Yes	
Occasional Importer		2012		0	09/24/2012	0	No	Passed
Diversion Payment Voucher		2012		0	09/04/2012	0	No	Passed
Import Payment Voucher		2012		0	09/04/2012	0	No	Passed

2. Select schedule type from dropdown list to add. Next, click **Add New Record**.

1A: Gallons Received User Fee Paid

1A: Gallons Received User Fee Paid

3: Gallons Received User Fee Free for Import From _____

5A: Gallons Sold Taxable - Non-eligible Purchaser

5C: Gallons Sold Taxable - Eligible Purchaser

6F: Gallons Sold - Dyed Diesel and Heating Fuel

8: Gallons Sold to the US Government

9C: Gallons Sold to SC Department of Education School Bus Program

10: Gallons Sold - Other Exempt Sales

3. Enter all schedule information requested on the entry screen.

Schedule 1A Special Note:

Schedule 1A is for user fee paid gallons purchased direct from terminal suppliers or bonded importers. This schedule will allow for the entry of the supplier or bonded importer name and the total gallons received. Entry by bill of lading is not required for this schedule.

Please note that at the time of office verification if the total gallons do not match the total reported by the supplier or bonded importer, additional information by bill of lading will be required to verify the tare allowance calculation.

Zytax - Schedule Transaction

Schedule Code: 1A: Gallons Received User Fee Paid

Product Code: _____

Carrier: _____

Mode: _____

Origin: _____

Destination: _____

Supplier: _____

Date Shipped: _____

Document Number: _____

Billed Gallons: _____

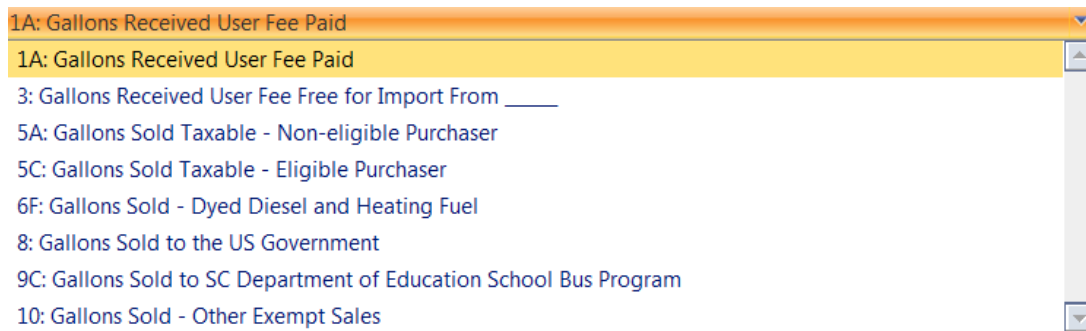
Insert

Copyright © 2012 FuelQuest

4. Click **Insert** to accept entry. Some data will remain from the previous transaction.

If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities. Complete the steps for entering a business entity (page 6) and then return to the tax session and begin scheduling transactions again.

5. Once all information is inserted for the schedule type selected, click on the red **X** to close the window. If additional schedules are needed for another schedule type, repeat steps 2-4. Once all schedules have been added for each load, click the **X** button to close.



1A: Gallons Received User Fee Paid

1A: Gallons Received User Fee Paid

3: Gallons Received User Fee Free for Import From ____

5A: Gallons Sold Taxable - Non-eligible Purchaser

5C: Gallons Sold Taxable - Eligible Purchaser

6F: Gallons Sold - Dyed Diesel and Heating Fuel

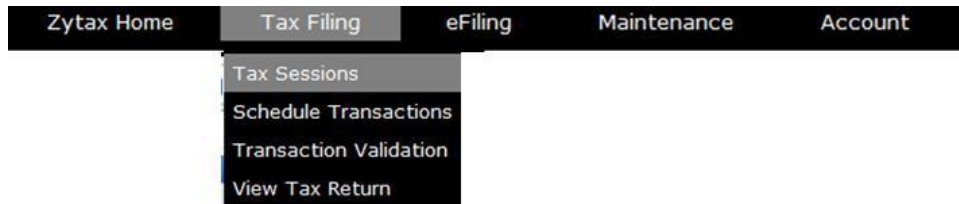
8: Gallons Sold to the US Government

9C: Gallons Sold to SC Department of Education School Bus Program

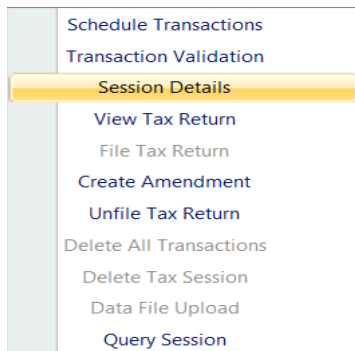
10: Gallons Sold - Other Exempt Sales

SESSION DETAILS

1. From the Tax Filing tab, select Tax Sessions from the dropdown list.

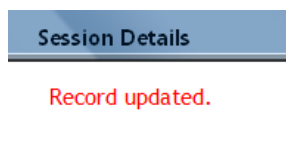


2. Right click on the row for session that was added and select Session Details.



3. Select **Yes**, which will include schedules. Click **Save & Regenerate**.

4. The system will then show "Record updated." Click on the **X** button to close.



5. Click **Refresh** several times.

Group By Filter Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By Filter Refresh		
items 1 to 1 of 1.		

Until return status shows "Passed."

Group By Filter Refresh		
Return Status		
Passed		

6. Right click on the row for the session that was added and select View Tax Return.

Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return
Create Amendment
Unfile Tax Return
Delete All Transactions
Delete Tax Session
Data File Upload

7. Review return.

1350	<p>STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE</p> <p>EXPORTERS' MONTHLY RETURN</p> <p>Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.</p>	<p>Original</p> <p>L-2112 (Rev. 11/1/11) 4200</p>
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The return is due on the 22nd of the next month.

FILE TAX RETURN

1. From the Tax Filing tab, select Tax Sessions from the dropdown list.



2. Right click on the row for the session that was added and select File Tax Return.

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator	T575C2061	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Occasional Importer		01/01/2012	12/31/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			12/29/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			12/29/2012	0	09/04/2012	0	No	Passed

Group By | Filter | Refresh

Go Page Size: 4 Change items 1 to 4 of

3. Check the **agree** button. Click on **Submit**.

File Tax Return

Filing Status: Open
Tax Return: Occasional Importer
Terminal:
Tax Session Date: 8/1/2012 - 8/31/2012
Filing Due Date: 9/24/2012
Return Status: Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Submit

4. The payment screen will be determined by the payment type selected on the registration document. Enter the payment information requested.
5. Tax Return confirmed and filed.

Tax Return Confirmation

Tax Return:
Filing Status: Filed
Tax Return: Occasional Importer
Terminal:
Tax Session Date:
Filing Due Date: 6/22/2012
Return Status: Running
Date Filed: 5/3/2012 10:28:56 AM
Return Tracking Number: 1212400001

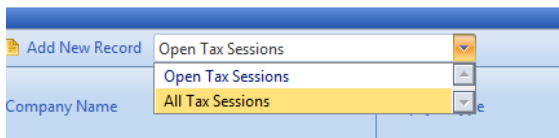
* Please note the tracking number(s) for your records.

CREATING AMENDED RETURN

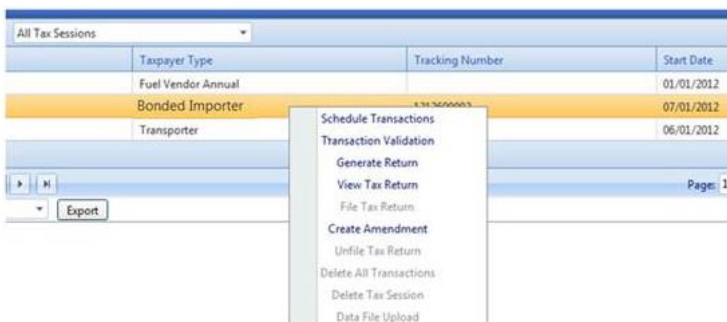
1. From the Tax Filing tab, select Tax Sessions from the dropdown list.



2. Change selection from "Open Tax Sessions" to "All Tax Sessions."



3. Select return session to be amended and click on the row to display the dropdown menu. Choose Create Amendment.



4. Next, click **Create Amendment**.

Company: 77
Country: USA
Jurisdiction: SC
Taxpayer Type: 1
Begin Period Date: 8/1/2011
End Period Date: 8/31/2011
Amended session:
Sequence: 0
Filed Date: 8/31/2011

Create Amendment

5. Record inserted.

Record inserted.

Company	77
Country	USA
Jurisdiction	SC
Taxpayer Type	
Begin Period Date	8/1/2011
End Period Date	8/31/2011
Amended session	
Sequence	1
Filed Date	8/31/2011

Create Amendment

6. From the Tax Filing tab, select Schedule Transactions from dropdown list.

Zytax Home Tax Filing eFiling Maintenance Account

Tax Sessions
Schedule Transactions
Transaction Validation
View Tax Return

7. Select schedule type from dropdown list to add. Next, click **Add New Record**.

1A: Gallons Received User Fee Paid
1A: Gallons Received User Fee Paid
3: Gallons Received User Fee Free for Import From ____
5A: Gallons Sold Taxable - Non-eligible Purchaser
5C: Gallons Sold Taxable - Eligible Purchaser
6F: Gallons Sold - Dyed Diesel and Heating Fuel
8: Gallons Sold to the US Government
9C: Gallons Sold to SC Department of Education School Bus Program
10: Gallons Sold - Other Exempt Sales

8. Enter amended information and click **Insert**. A schedule must be added for each load and each product type.

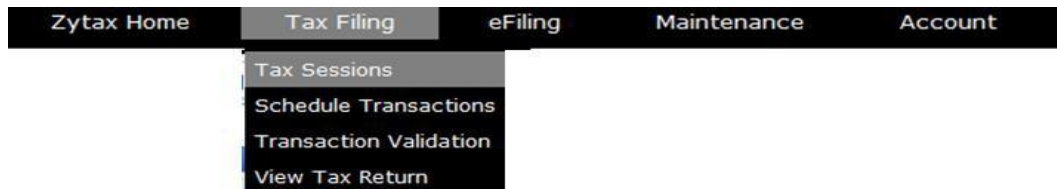
Zytax - Schedule Transaction

Schedule Code	1A: Gallons Received User Fee Paid
Product Code	
Carrier	
Mode	
Origin	
Destination	
Supplier	
Date Shipped	
Document Number	
Billed Gallons	

Insert

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9. Once all amended information is inserted for that schedule type, click on the **X** button to close. If additional schedules are needed for another schedule type, repeat steps 7 and 8. Once all schedules have been added for each load, click on the **X** button to close.
10. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



11. Right click on the row for the session that was added and select Session Details (or Generate Return for Bonded Importers)

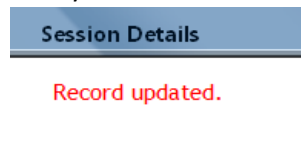
Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due
Annual Terminal Operator	1	01/01/2012	12/31/2012	0	02/2
Exporter		08/01/2012	08/31/2012	0	09/2
Bonded Importer			/2012	0	09/2
Occasional Importer			/2012	0	09/2
Diversion Payment Voucher			/2012	0	09/2
Import Payment Voucher			/2012	0	09/2

Taxpayer Description	Terminal Code	Tracking Number	Start D
Monthly Terminal Operator		X032	09/01/
Monthly Terminal Operator		X017	08/01/
Monthly Terminal Operator		X016	07/01/
Monthly Terminal Operator		X032	06/01/
Monthly Terminal Operator		X013	05/01/
Monthly Terminal Operator		X016	04/01/
Monthly Terminal Operator		X016	03/01/

12. Select **Yes**, which will include schedules. Click **Save & Regenerate**.

The screenshot shows the Form Settings window with the following fields and options: Country (United States), Jurisdiction (South Carolina), Taxpayer Type (Bonded Importer), Tracking Number, Begin Period Date (7/1/2012), End Period Date (7/31/2012), Sequence (1), Amended session, Filed Date, Include Schedules (checked), and Return Calculation Method. The 'Save & Regenerate' button is highlighted with a green circle.

13. The system will then show "Record updated." Click the **X** button to close.



14. Click **Refresh** several times until return status shows “Passed.”

Group By Filter Refresh		
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
Group By Filter Refresh		
items 1 to 1		

15. Right click on the row for the session that was added and select View Tax Return.

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator		01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer			/2012	0	09/24/2012	0	No	Passed
Occasional Importer			/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			/2012	0	09/04/2012	0	No	Passed

16. Review amended return.

1350

Original

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE

**MOTOR FUEL BONDED IMPORTERS
MONTHLY RETURN**

L-2105
(Rev. 10/6/11)
4193

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.
The Return is Due on the 22nd of the Next Month.

FILE AMENDED TAX RETURN

1. From the Tax Filing tab, select Tax Sessions from the dropdown menu.



2. Right click on the row for the session that was added and select File Tax Return.

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator			01/01/2012	12/31/2012	0	02/06/2012	06/07/2012	Passed
Manufacturer			09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			09/01/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			09/01/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer			08/01/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed
Transporter			08/01/2012	08/31/2012	0	09/24/2012	06/12/2012	Passed
Transporter			08/01/2012	08/31/2012	1	09/24/2012	06/12/2012	Passed
Fuel Blender			08/01/2012	08/31/2012	0	10/01/2012	06/25/2012	Passed
Fuel Blender			08/01/2012	08/31/2012	1	10/01/2012		Passed
Manufacturer			07/01/2012	07/31/2012	0	08/22/2012	06/07/2012	Passed
Miscellaneous			07/01/2012	07/31/2012	0	08/22/2012	06/07/2012	Passed
Transporter			07/01/2012	07/31/2012	0	08/22/2012		Passed
Fuel Blender			07/01/2012	07/31/2012	0	08/22/2012	06/07/2012	Passed

3. Check the **agree** button and click on **Submit**.

File Tax Return

Filing Status: Open
Tax Return: Fuel Blender
Terminal:
Tax Session Date: 8/1/2012 - 8/31/2012
Filing Due Date: 10/1/2012
Return Status: Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Submit

4. Tax Return confirmed and filed.

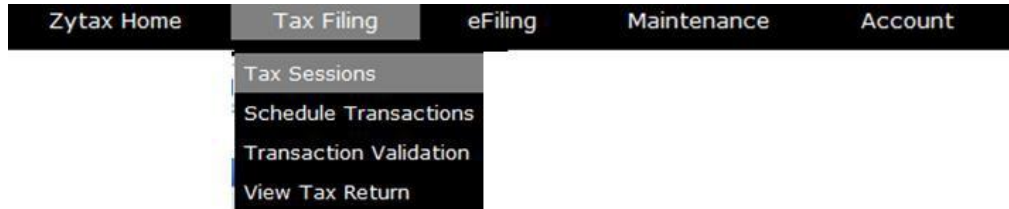
Tax Return Confirmation

Tax Return:
Filing Status: Filed
Tax Return: Fuel Blender
Terminal:
Tax Session Date: 8/1/2012 - 8/31/2012
Filing Due Date: 10/1/2012
Return Status: Not Started
Date Filed: 6/25/2012 2:51:38 PM
Return Tracking Number: 131770001

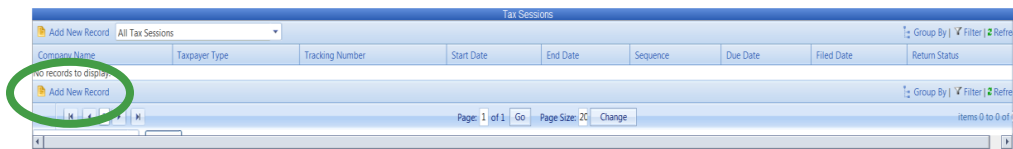
* Please note the tracking number(s) for your records.

FILING A ZERO RETURN

1. Click on the Tax Filing tab and select Tax Sessions from the dropdown menu.



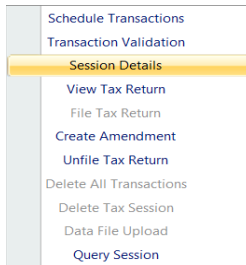
2. Click **Add New Record**.



3. Select the appropriate option from Taxpayer Type dropdown list and enter the Begin Period Date for the return. Click **Create Session**.

4. Close out the Record Inserted menu.

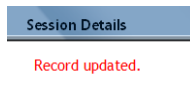
- Right click on the period covered again and select Session Details from drop down list.



- Select **No**, which will not include schedules. Click **Save & Regenerate**.

 A screenshot of the 'Form Settings' tab in a software application. The 'Include Schedules' option is set to 'No' (radio button selected). The 'Save & Regenerate' button is circled in green. Other fields include Country (United States), Jurisdiction (South Carolina), Taxpayer Type (Bonded Importer), Tracking Number, Begin Period Date (8/1/2012), End Period Date (8/31/2012), Sequence (0), Original session, Filed Date (Open), and a copyright notice at the bottom: Copyright © 2005 - 2012 FuelOver.

- The system will then show "Record updated." Click the X button to close.

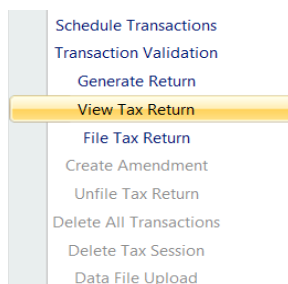


- Click refresh several times until return status shows "Passed."

 A screenshot of a table with three columns: Critical Schedule Errors, Return Generation Needed, and Return Status. The first row shows '0', 'Yes', and 'Running'. A 'Refresh' button is circled in green. The table also has 'Group By', 'Filter', and 'Refresh' options at the top.

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

- Right click on the row for the session that was added and select View Tax Return.



10. Review return.

Original

1350

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**MOTOR FUEL BONDED IMPORTERS
MONTHLY RETURN**

L-2105
(Rev. 10/6/11)
4193

Mail to: South Carolina Department of Revenue, Motor Fuel, Columbia, SC 29214-0132.
The Return is Due on the 22nd of the Next Month.

11. Next, file tax return. From the Tax Filing tab, select Tax Sessions.

Zytax Home Tax Filing eFiling Maintenance Account

Tax Sessions
Schedule Transactions
Transaction Validation
View Tax Return

12. Right click on the row for the session that was added and select File Tax Return.

Taxpayer Type	Terminal Code	Start Date	End Date	Sequence	Due Date	Critical Schedule Errors	Return Generation Needed	Return Status
Annual Terminal Operator	1	01/01/2012	12/31/2012	0	02/26/2013	0	Yes	
Exporter		08/01/2012	08/31/2012	0	09/24/2012	0	No	Passed
Bonded Importer			/2012	0	09/24/2012	0	No	Passed
Occasional Importer			/2012	0	09/24/2012	0	No	Passed
Diversion Payment Voucher			/2012	0	09/04/2012	0	No	Passed
Import Payment Voucher			/2012	0	09/04/2012	0	No	Passed

Group By | Filter | Refre

13. Check the **agree** button click on **Submit**.

File Tax Return

Filing Status: Open
Tax Return: Bonded Importer
Terminal:
Tax Session Date: 8/1/2012 - 8/31/2012
Filing Due Date: 9/24/2012
Return Status: Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge this submittal is treated as an official submittal to the State of South Carolina. Submitting this tax return shall constitute the signature of the submitter as if the tax return were actually signed.

☒ I agree to the conditions of this submittal.

Submit

14. Tax Return confirmed and filed.

Tax Return Confirmation

Tax Return: Filed
Filing Status: Filed
Tax Return: Bonded Importer
Terminal:
Tax Session Date: 8/22/2012
Filing Due Date:
Return Status: Running
Date Filed: 7/3/2012 10:28:56 AM
Return Tracking Number: 1212400001

* Please note the tracking number(s) for your records.